

PHILLIPS COUNTY HOSPITAL  
JOB DESCRIPTION

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JOB TITLE      Trauma Program Coordinator

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REPORTS TO      Medical Director      EVALUATES      None

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PURPOSE/DISTINGUISHING CHARACTERISTICS

A registered nurse working in concert with the trauma director, with responsibility for organization of services and systems necessary for a multidisciplinary approach to care for the injured. Activities include clinical care and oversight, trauma education and prevention, performance/performance improvement, trauma registry, and involvement in community and regional trauma system. There must be dedicated hours for this position.

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ESSENTIAL JOB FUNCTIONS

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DESCRIPTION

1. Supports and practices the mission and philosophy of PCH.
2. Responsible for coordinating resources and activities necessary to ensure that the trauma services meets regulatory and /or certification requirements.
3. Develops and reviews policies and procedures in relation to care of trauma patients.
4. Assists in identification of patient and staff education needs and works cooperatively with other hospital departments to coordinate educational opportunities in trauma care.
5. Serves as a liaison for trauma services with pre-hospital providers, regional hospitals, community, and government agencies.
6. Maintains performance improvement programs to obtain objective data for overall analysis of the trauma program, emergency service, and development of improved methods of care to ensure quality trauma care.
7. Participates as a member of the trauma program team and chart review for trauma patients.

8. Maintains current knowledge of trauma by attending regional and state meetings of trauma issues and by reading current journals.
9. Responsible for data collection and submitting data to the Trauma Registry, as it becomes available.
10. Coordinate community injury prevention activities.
11. Participate in Regional Trauma Advisory Committee (RTAC).

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#### KNOWLEDGE, SKILLS AND ABILITIES

##### KNOWLEDGE OF:

1. Regulatory guidelines.
2. Policies and procedures.
3. Interpersonal skills necessary in order to instruct and comfort patients/residents and their families and maintain effective contacts with a variety of health care providers.
4. Confidentiality requirements.
5. Residents rights.
6. Montana nurse practice standards

##### SKILL IN:

1. Planning and organization.
2. Providing instructions.
3. Effective time management.
4. Analytical skills necessary to implement effective nursing care and develop solutions to problems concerning resident
5. Being able to think quickly and respond appropriately in an emergency.
6. CPR and ACLS certified within six months of hire.

##### ABILITY TO:

1. Utilize time management concepts to make efficient use of time.
2. Provide instructions in a clear and easily understood manner.
3. Work independently.
4. Work with frequent interruptions.
5. Work effectively with nursing, allied health and medical personnel.
6. Communicate clearly and effectively, both verbal and written.
7. Establish and maintain collaborative relationships.
8. Read, write, speak, and understand the English language.
9. React professionally when dealing with difficult or emergency situations.

##### COMPLEXITY & DIFFICULTY:

1. Professional behavior when dealing with difficult situations with co-workers, patients, and visitors.
2. Resourcefulness in dealing with emergency situations.
3. Required to be competent and knowledgeable in emergency care principles.
4. Practices within the scope of practice of RN licensure.

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#### MINIMUM QUALIFICATIONS

1. A current registered nurse in Montana
2. ACLS required
3. Must be knowledgeable of Trauma System and Guidelines
4. Minimum of two years experience in acute care/ER

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#### WORKING CONDITIONS

Normal patient care environment in an emergency room setting. Required to work varying shifts, weekends, and holidays.

Category I: Tasks that involve exposure to blood, body fluids or tissues.

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PREPARED ON:

10/07

REVIEWED AND ACCEPTED

11/9/07

Effective Date:

11/9/07

Manager:

*Sherry L. Ricketts ARNP-C*

The above is intended to describe the general content of and requirements of the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.